

109011/18/04

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: UTILITIES CONSERVATION SERVICES COORDINATOR

DEFINITION

under general direction, to plan, direct, manage, and review the work of professional, technical, and contract personnel engaged in promoting the conservation and efficient use of energy and water resources; to provide assistance and guidance in energy matters to other City departments; to cooperate with other utilities in developing complementary programs; and to do related work as required.

REPORTS TO: Utilities Program and Services Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Utilities Program and Services Manager. Exercises general supervision over technical and clerical staff, as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Develop, recommend, and implement approval policies, plans, and programs for the efficient use of energy and water resources.
- direct the development and dissemination of information regarding utility activities, electrical and water usage, conservation and efficiency methods and programs, and related matters.
- Provide general direction to the field energy programs, including preparation of recommendations on operational and equipment changes, and follow-up on program effectiveness.
- Coordinate interdepartmental and city-wide energy-related activities with respect to budgeting and required facilities.
- Coordinate activities with those of other City department, division, and outside agencies.
- Represent the City and the department in the community and at meetings as required.
- Present energy-related matters to the council and various boards, commission, and community groups.
- Assist in City Energy Program Budget preparation and administration.
- Supervise and participate in the selection of contract personnel.
- Supervise, train, and evaluate subordinate.

QUALIFICATIONS

Knowledge of:

- Principle and participation in conservation and efficient use of energy.
- Utilities operation, policies, and procedures.

- Applicable regulatory codes and laws relating to energy and water management.
- Recent development, current literature, and sources of information about energy.
- Principles and practices of organization, administration, budget, and personnel management.

Ability to:

- Plan, assign, and review the work of subordinates.
- Select, Supervise, train and evaluate technical and clerical subordinates.
- Communicate clearly and concisely, orally and in writing.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in engineering, public or business administration, resources management, planning, energy management, consumer related sciences, or related field.

Experience: Three years of experience managing professional and/or technical staff in the area of energy conservation, energy efficiency, and/or energy utilization.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Conservation Services Coordinator

TO: Utilities Programs and Services Manager